

Retention and Classification Report

Agency: Department of Workforce Services. St. George North Employment Center (1909)
162 North 400 East #B
St. George, UT 84770
(435)674-3806

Records Officer Amanda McPeck

19985	Eligibility case files
13686	Employment case management files
21993	Financial Information Network (FI-Net) payment records
07236	Home energy assistance target program files
23137	Job Training and Partnership Act client files
22960	Travel reimbursement files

AGENCY: Department of Workforce Services. St. George North Employment Center

SERIES: 19985

3

TITLE: Eligibility case files

DATES: 1992-

ARRANGEMENT: Alphabetical by surname

DESCRIPTION:

These are complete case histories of clients receiving services provided initially by or through a Family Support office (OFS), now provided by The Dept. of Workforce Services.

RETENTION:

Retain 5 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 5, Item 1.

AUTHORIZED: 04/24/1998

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year or until case closes and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

APPRAISAL:

Administrative Fiscal Legal

CFR 206-1-10 (1990), specifies a state must follow for the application, determination of eligibility and furnishing of public assistance for persons involved in these programs. Included in the self sufficiency and day care case files are the narrative description of the cases, histories of payment information, documentation of day care authorizations, lists of client plans and objectives, quarterly update reports, and lists

AGENCY: Department of Workforce Services. St.George North Employment Center

SERIES: 19985

TITLE: Eligibility case files

(continued)

of activity codes and their components. In addition, there is information on sanctions taken by Family Support, now The Dept. of Workforces, against clients, documentation on target populations, and support services offered to clients.

PRIMARY CLASSIFICATION:

Private

SECONDARY CLASSIFICATION(S):

Controlled. UCA 63G-2-304 (2008)

AGENCY: Department of Workforce Services. St. George North Employment Center

SERIES: 13686

3

TITLE: Employment case management files

DATES: 1994-2002

ARRANGEMENT: Alphabetical by surname, thereunder chronological by year
DESCRIPTION:

These files document a demonstration program initiated originally by the Department of Human Services, Office of Family Support, now The Dept. of Workforce Services, to assist single parents obtain gainful employment. This program has an initial life of five years although if successful may be extended. The purpose is to assist single parents find employment and to manage cases on clients for eligibility and self sufficiency determination. Information includes eligibility and self sufficiency documentation, income estimates, landlord information, job service referrals, and day care data.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 5, Item 16.

AUTHORIZED: 02/16/1994

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

APPRAISAL:

Administrative Fiscal

This disposition is based on the administrative needs expressed by the agency for the purpose of conducting audits.

AGENCY: Department of Workforce Services. St.George North Employment Center

SERIES: 13686

TITLE: Employment case management files

(continued)

PRIMARY CLASSIFICATION:

Private

SECONDARY CLASSIFICATION(S):

Controlled. UCA 63G-2-304 (2008)

AGENCY: Department of Workforce Services. St. George North Employment Center

SERIES: 21993

3

TITLE: Financial Information Network (FI-Net) payment records

DATES: 1997-

ARRANGEMENT: Alphabetical by vendor, thereunder chronological by pv number
DESCRIPTION:

Records processed through the state accounting system that document the expenditure of cash and the appropriate supporting information. Includes payment invoices, purchasing records, and travel reimbursements.

RETENTION:

Retain 7 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 7, Item 53.

AUTHORIZED: //

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years after end of fiscal year and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

APPRAISAL:

Fiscal

Records processed through the state accounting system that document the expenditure of cash and the appropriate supporting information. Includes payment invoices, purchasing records, and travel reimbursements.

AGENCY: Department of Workforce Services. St.George North Employment Center

SERIES: 21993

TITLE: Financial Information Network (FI-Net) payment records

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Workforce Services. St. George North Employment Center

SERIES: 7236

3

TITLE: Home energy assistance target program files

DATES: ca. 1991-1997

ARRANGEMENT: None

DESCRIPTION:

These case files are created by home energy assistance target eligibility workers. The purpose of the record is to gather information to verify and determine eligibility for home energy assistance. Information gathered for verification purposes include age, employer, date of birth, marital status, name, national origin, number of children, race and ethnic grouping, salary and income information, sex, signature of client, social security number, and telephone number.

RETENTION:

Retain 5 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 5, Item 2.

AUTHORIZED: 03/19/1991

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

APPRAISAL:

AGENCY: Department of Workforce Services. St.George North Employment Center

SERIES: 7236

TITLE: Home energy assistance target program files

(continued)

PRIMARY CLASSIFICATION:

Private

AGENCY: Department of Workforce Services. St. George North Employment Center

SERIES: 23137

3

TITLE: Job Training and Partnership Act client files

DATES: 1996-2001

ARRANGEMENT: Alphabetical by surname

DESCRIPTION:

These files document participation in the Job Training and Partnership program. The information is collected to determine eligibility of the applicant. File may contain: educational and training records; copy of the applicant's birth certificate; copy of applicant's driver's license; social security number; financial records; and information regarding the applicant's household.

RETENTION:

Retain 3 years after case closes.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 10/2000

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

APPRAISAL:

Administrative

AGENCY: Department of Workforce Services. St.George North Employment Center

SERIES: 23137

TITLE: Job Training and Partnership Act client files

(continued)

PRIMARY CLASSIFICATION:

Private

AGENCY: Department of Workforce Services. St.George North Employment Center

SERIES: 22960

3

TITLE: Travel reimbursement files

DATES: 1997-

ARRANGEMENT: Alphabetical by employee

DESCRIPTION:

Records relating to reimbursing individuals, such as travel orders, travel authorizations, per diem vouchers, transportation requests, hotel reservations, and all supporting records documenting official travel by officers, employees, dependents, or others authorized by law to travel.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 7, Item 18.

AUTHORIZED: 05/24/2000

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

AGENCY: Department of Workforce Services. St.George North Employment Center

SERIES: 22960

TITLE: Travel reimbursement files

(continued)

PRIMARY CLASSIFICATION:

Public